

NOTTINGHAM FOREST SUPPORTERS CLUB CONSTITUTION

1. TITLE

This Club shall be known as the Nottingham Forest Supporters Club ("The Club").

2. OBJECTIVES

The objects of The Club are actively to aid Nottingham Forest Football Club Ltd ("The Football Club") to maintain first class football in Nottingham; to assist the Football Club financially as appropriate or otherwise and to further the general welfare of the members of this Club.

3. MEMBERSHIP

Members of both sexes are eligible to join the Supporters Club, for a type of membership so desired by the applicant(s), from year to year upon payment of a subscription which shall be determined annually by the Management Committee. Membership subscriptions, which shall cover the period of one year from 1st August to 31st July or such other period as the Management Committee may determine, shall be recorded in the Club's Accounts as distinct from the revenue derived from other sources.

4. OFFICERS

The officers of the Club shall be: (a) an Honorary President; (b) a Chairman; (c) a Vice Chairperson; (d) a Secretary; (e) a Treasurer; (f) a Membership Secretary; (g) a Social Secretary, and any other person(s) appointed by Members in the Annual General Meeting up to a maximum of eight (excluding the listed officers). One person may hold more than one Office if circumstances dictate.

5. MANAGEMENT COMMITTEE

The Officers shall be appointed by the members in Annual General Meeting each year and the Officers shall form the Management Committee which shall (subject to the over-riding powers of the Management Committee and the Members in General Meeting) be responsible for the management and administration of the Club. The Management Committee shall meet as often as it considers necessary. Its quorum shall be 2 and each Officer shall have one vote with the Chairman having a casting vote. In particular the Management Committee shall be responsible for major financial decisions and administration, for the running of pools, lotteries and other fund raising activities and for the employment and supervision of the Club's employees and agents. They shall also be empowered to refuse applications for membership, or expel from the Club any person whom they consider, after proper enquiry, is acting to the detriment of the Club or Football Club.

6. ABSENTEES

If any Officer or member of the Management Committee shall be absent for 3 consecutive meetings (except through illness or other justifiable cause) or they shall fail promptly and efficiently to perform the duties allotted to them by the Management Committee, through the Secretary or other responsible Officer of the Club, or if they shall act in a manner which is considered to be prejudicial to the best interests of the Club, or shall commit, or cause to be committed, any flagrant breach of the rules, then they shall be deemed to have forfeited their place on the Management Committee and shall cease to be an Officer of the Club.

7. HONORARY PRESIDENT

This will be an honorary position with no voting rights. The person shall be invited by the Management Committee. The position will be for one year duration.

8. CHAIRMANSHIP

The Chairman (or in their absence the Vice-Chairman) shall preside at all meetings. They shall be responsible for the proper conduct of the meetings and for the prompt carrying out of the resolutions passed at such meeting. They shall produce a report of the season's activities etc. to be given at the AGM.

9. SECRETARYSHIP

The Secretary shall be responsible for giving notice of meetings and shall keep minutes of every meeting of the members of the Management Committee in a minute book and shall forward a copy of such minutes as soon as possible to relevant parties and in any case at least one week prior to the date of the next meeting. They shall produce a report of the season's activities to be given to the AGM.

10. RESPONSIBILITY FOR CLUB FUNDS

The Treasurer shall be responsible for the funds of the Club. They shall provide such financial records and information as may reasonably be required for them by the Management Committee. They shall produce a report of the season's activities etc. to be given to the AGM.

11. BANK

Club Funds shall be held in the accounts of the "Nottingham Forest Supporters Club" at financial institutions deemed suitable by the management Committee. Cheques shall be signed by any two of the following - Chairman, Secretary and Treasurer.

12. AUDITORS

A professionally qualified auditor shall be appointed, and produce a printed report for production at the AGM.

13. MEMBERSHIP SECRETARY

Will be solely responsible for the collection of membership subscriptions and shall keep records of numbers and of active branches etc. They shall be responsible for passing the funds onto the Treasurer. They shall produce a report of the season's activities etc. to be given to the AGM.

14. SOCIAL SECRETARY

Will be responsible for the organisation of social events and will be names promoter of the Lottery Registration Act. They shall produce a report of the season's activities etc. to be given to the AGM.

15. FINANCIAL YEAR

For the purpose of the Club's accounts the financial year shall be deemed to end on the 31st July each year or on such other date as the Management Committee may determine.

16. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held in each calendar year on a date fixed by the Management Committee and at least two months' notice of the date so fixed shall be given to each Branch. The Meeting shall consider the Accounts, elect Officers and carry out such other business as the Management Committee shall decide.

At an AGM each branch representative present shall have one block vote based upon the previous year's membership numbers as of 31st July. Branches not present shall be allowed either a postal vote or a proxy vote.

17. ELECTION OF OFFICERS AND COMMITTEES

At the Annual General Meeting, Officers of the Club retire but may be eligible for re-election by majority vote of the branches.

18. NOMINATIONS

Nominations for all Officers, other than those not seeking re-election, must be in the hands of the Secretary 21 days prior to the date of the Annual General meeting, with the name of the proposer, seconder and signature of the nominee. The names of all persons nominated shall be forwarded to each Branch at least 14 days prior to the date of the AGM. Postal votes and proxies must be received by the Secretary at least 3 days prior to the date of the AGM.

19. PAYMENT OF MONIES

All monies received on behalf of the Club shall be handed over to the Treasurer for banking within 7 days of receipt.

20. EXTRAORDINARY MEETINGS

An extraordinary meeting of members may be convened for any defined purpose: (a) at any time on less than 21 days' notice by the Management Committee. (b) by the Secretary if so required by a petition requiring such a meeting signed by at least 5 branches.

21. AMMENDMENTS TO RULES

These Rules may be amended by a majority vote provided that notice of the proposed amendment is given in writing to the Club Secretary at least 21 days before such meeting.

22. BRANCHES

The Club shall be divided into local Branches and each Branch shall (subject to the over-riding powers of the Management Committee) be responsible for its own internal management, the election of its own Officers, the collection of its member's subscriptions, and the prompt payment of those subscriptions to the Membership Secretary. (See also 26). A list of Officers must be passed to the Management Committee and updated as necessary.

23. NEW BRANCHES

Any new branches formed must ideally have a minimum of ten members. The Management Committee will have powers to look at all existing branches that have or do fall below this number.

24. DISAFFILIATION OF BRANCHES

The Management Committee shall have power to disaffiliate any Branch, which, in the opinion of the Management Committee, fails to comply with the rules of the Club and/or the directions of the Management forthwith upon written notification of the disaffiliation of any Branch the Officers of such Branch shall transfer all funds of such Branch and any balance remains shall be an accretion to the general funds of the Club. However, should there be either no funds or insufficient funds to discharge any debts incurred then these debts shall be the responsibility of the elected officials of the Branch.

25. BRANCH FINANCES

Each Branch shall amongst its Officers include a Treasurer who shall be responsible for the Branches finances. Each Branch Treasurer shall prepare the Branch accounts annually to 31st May and a copy of the accounts should be sent to the Treasurer by the 30th June following. These annual accounts should be subject to an independent examination by an appropriate person. Accounts should also be prepared for the 6 months to 30th November and sent to the Treasurer by 31st December. To ensure that proper books of accounts are being maintained the Treasurer has the power to make random checks of the records. Requests for the use, or assistance, of central funds should be made in writing and decided by the Management Committee before being committed by Branches.

26. PAYMENT BY BRANCHES

Membership subscriptions must be received by the Branch Secretary by the 31st October and final payment must be received by the Membership Secretary no later 15th January for Full Membership benefits to be allowed. Membership subscriptions should be paid over to the Membership Secretary by the 15th of the month to ensure entry into that months prize draw. The deadline date for new members will be 31st December.

27. BRANCH FUNCTIONS

Branches may organise their own functions and fund raising activities and shall be solely responsible for such activities and in particular must not pledge the credit of the Club or the general funds of the Football Club.

28. SECRETARIAL MEETINGS

Meetings for Branch Secretaries will be held as appropriate. A maximum of three people per branch may attend, one of which must be an officer (preferably the Secretary) who will report back to the branch.

End